



# CITY MANAGER'S REPORT TO CITY COUNCIL NOVEMBER 2016

## I. PUBLIC WORKS & ENGINEERING:

### ENGINEERING

#### **Transportation Capital Projects**

- ***Safe Routes to Schools- Phase 3 (Middle School), UPC 102836*** – Construction bids have been received and submitted to VDOT for review. The bids were far above the engineer's estimate. Waiting on VDOT approval of bids.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Plans have been revised based upon recently completed geotechnical studies and have been submitted to contractor. Construction to resume Spring 2017.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, twenty-one (21) property owners have accepted offers. Certificates of take were submitted to the circuit court for 14 properties who haven't signed agreements. City has obtained right of entry to begin utility relocation. Utility relocation has commenced.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. To date, sixteen (16) property owners have accepted offers. Deeds are currently being revised.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – Preliminary Engineering will be completed by on-call contract consultant. Consultant proposal has been submitted and reviewed. Awaiting VDOT approval to issue NTP.
- ***Boulevard Pedestrian Improvements Project (A Avenue to Temple Avenue) UPC 107533*** – Proposal has been submitted by on-call consultant. The City has reviewed the proposal and is awaiting consultant's revisions.
- ***Mallard Drive Reconstruction, UPC 107093*** – Preliminary engineering has commenced.
- ***Stratford Drive Reconstruction, UPC 107092*** – Preliminary engineering has commenced.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Staff has reviewed and approved proposal from JMT. Notice to Proceed will be issued once VDOT reviews proposal.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans have been submitted to VDOT for review. Awaiting new project agreement from VDOT.
- ***Improvements on Conduit/Ellerslie Drive – UPC 108646*** - Proposal has been submitted by on-call consultant. City has reviewed proposal and are awaiting consultant's revisions.

#### **Utilities Capital Projects**

- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Sewer Betterment – Temple Ave Roundabout Project*** – Sewer betterment plans have been approved by City. Contractor to start construction in late December

#### **Plan Reviews**

- ***Discount Tire*** – Plans review comment sent 11/15
- ***Dominion Medical Condominium Plat*** – Plat review comments sent 11/18

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

---

### **Right-of-Way Permits**

- Issued seven (7) permits and closed six (6) permits for the month.

---

## **OPERATIONS AND MAINTENANCE**

---

### **Traffic Operations**

- Replaced/maintained signals, signs, markings and street lighting – 68 locations.
- Performed preventative maintenance - 4 locations.
- Pavement Markings – Working on plan for FY 2016-2017 roadways

---

### **Vegetation**

- Removed litter from (22) locations and responded to (04) dead animal requests.
- Cut and trimmed grass at (17) locations.
- Trimmed tree limbs at (02) locations, bushes at (03) locations and responded to (01) tree/bushes miscellaneous calls.

---

### **Recycling Center**

- 346 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

---

### **Storm Water and Drainage**

- Cleaned (19) catch basins/curb inlets, drainage ditch at (01) location, drainage pipe at (01) location, BMP at (01) location and responded to (02) drainage miscellaneous requests.
- Repaired a storm sewer pipe on Dunlop Farms Boulevard.
- Placed gravel in sinkhole at (01) location and on shoulder of street at (01) location.
- Leaf season began November 14<sup>th</sup> City's crews collected (682.5) cubic yards from Areas 1 and 2.
- Placed message on message board in preparation of the Christmas Parade for Parks and Recreations.

---

### **Transportation**

- Placed Asphalt in (06) potholes, (03) utility cuts, (02) low areas, (01) shoulder of street.
- Assisted Purchasing Department moving surplus from Fire Department, Library and City Hall.
- Assisted Register Office moving and setting up voting machines for Election Day.
- Assisted Police Department setting up stop signs and barrels due to an accident on the Boulevard.
- Removed 30 dump truck loads of construction materials from Public Works Complex and Utilities Division to Old Landfill Area 6.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

---

### **Wastewater Utility**

- Responded to (08) sewer backups and responded to (04) sewer miscellaneous requests.
- Camera sewer line to determine problem area at (03) locations.
- Installed sewer cleanout at (01) location, repaired a cleanout top at (01) location and placed topsoil around cleanout due to settling at (01) location.
- Repaired sewer main at (01) location.
- Flushed sewer drains to unstop backup at Animal Shelter.
- Responded to sewer roaches at (02) locations.
- Cleaned and washed down dray well area and worked on AIS to fix valve on pump one at the Main Pump Station.
- Cleaned around building cut down and sprayed vines on fence and buildings at C&B Pump Station.
- Back flushed both pumps, cleaned floats and cleaned debris off top of vent well with flusher truck at Sherwood Hills Pump Station.
- Cleaned floats and removed all debris at Charles Dimmock Pump Station.
- Continue monitoring all pump stations and methane pump daily.

## **I. PUBLIC WORKS & ENGINEERING (CONTINUED):**

### **Water Utility**

- Replaced (08) meters, meter box at (07) locations, meter top at (01) location, a pigtail on meter at (01) location at (01) location and responded to (02) water miscellaneous requests.
- Installed a meter setter at (03) locations.
- Replaced water service on Wakefield Avenue.
- Raised a water valve on Swift Creek Lane for VDOT.
- Raised meter box to grade at (01) location.
- Assisted Traffic Engineering resetting a traffic light on South Avenue at Southpark Boulevard.
- Backflow/Cross Connection Technician conducted (38) surveys, (30) completed and (08) incomplete.
- Collected weekly routine water samples, performed THM's, HAA's sent these to Appomattox River Water Authority's (ARWA) for testing.
- Continue testing for choline at the dead end of Wildwood (02) times a week.
- Miss Utility locating required (217) man-hours.
- Public Works Technician vacancy re-advertised.

## **II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:**

- ☆ As you will see below, all divisions in the department continue to provide professional service in an efficient and effective manner to our citizens and businesses.
- ☆ The planning and zoning division continued a review on an application from a company seeking 7 special exception permits to allow them to place towers/monopoles in various locations in the City within the City's right-of-way. A citizen filed an application for a variance with the Board of Zoning Appeals to seek relief to demolish an existing house to build a new residential structure. We have seen our fence permits double compared to the year-to-date in November 2015 and zoning permits have increased triple. The division also continues to review sign and fence permits, answer zoning questions, answer inquiries from citizens and businesses, meet with residential and commercial developers or residents pertaining to parcels with flood plain and RPA issues, attend various meetings internally and externally, and other various daily activities.
- ☆ The code enforcement division, as seen in the chart below, continues to be proactive. The year-to-date total for total number of inspections in November 2015 is slightly lower this year, approximately 40 inspections. The inspectors continue to be observant of building permit violations and work with the building inspections division to share information.
- ☆ The building inspections division saw a slight decrease in permits and inspections since last month. There was an application for a new residential structure in November. The division also inspected several rental properties at the request of tenants. The division continued to receive new plans to review for commercial remodels and alterations to existing housing.
- ☆ The spreadsheet below depicts the department's monthly and year-to-date statistics.

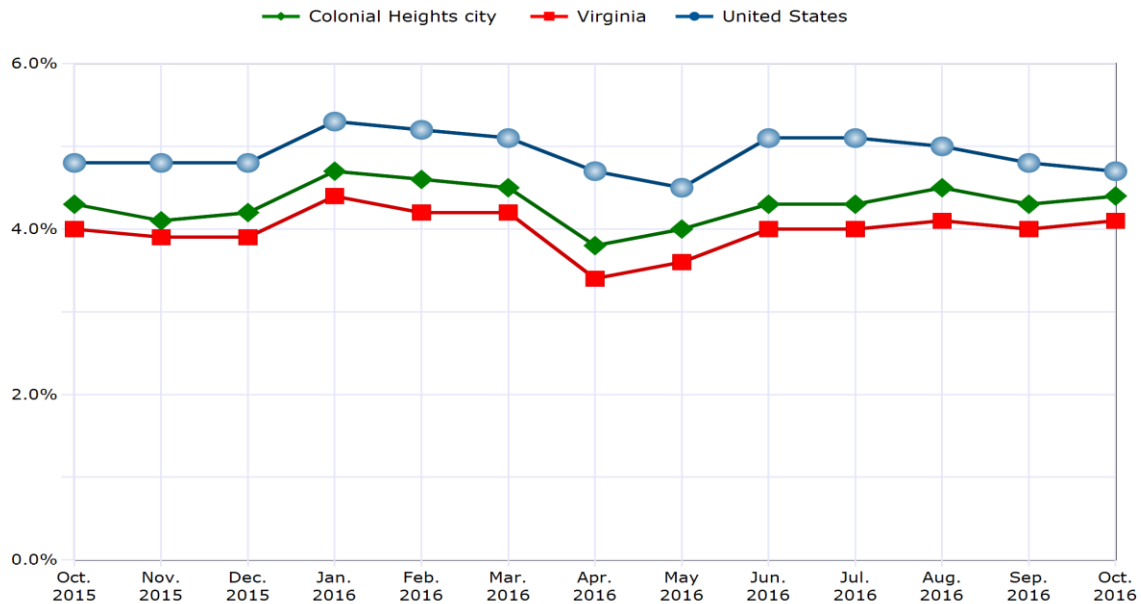
## II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

	Month	YTD		Month	YTD
<b>Code Enforcement</b>			<b>Building Permits</b>		
<b>Tall Grass</b>			<b>Permits</b>		
Initial Inspections	13	624	New Residential	1	4
No Violation Found	0	13	Cost	\$126,000	\$ 553,213
Compliant	12	492	Res. Additions/Alterations	5	87
In Progress	1	2	Cost	\$14,094	\$ 793,943
City Enforced - Grass Cut	6	177	Demolitions	1	6
Total Inspections	20	1058	Cost	\$1,500	\$ 44,000
<b>Inoperable Motor Vehicles</b>			Commercial	3	62
Initial Inspections	16	300	Cost	\$285,000	\$ 5,183,407
No Violations Found	0	6			
Compliant	3	218	Plumbing	6	107
In Progress	13	18	Electrical	14	166
Vehicles Towed	0	14	Mechanical	9	124
Total Inspections	32	580	Swimming Pool	0	9
<b>Trailer Violations</b>			<b>TOTAL PERMITS</b>	<b>39</b>	<b>565</b>
Initial Inspections	12	100	<b>Building Inspections</b>		
No Violations Found	0	8	Residential	75	927
Compliant	5	86	Commercial	56	643
In Progress	7	11	<b>TOTAL INSPECTIONS</b>	<b>131</b>	<b>1570</b>
Total Inspections	24	192	<b>Permits issued by Zoning</b>		
<b>Trash/Debris Violations</b>			Fence	5	61
Initial Inspections	33	145	Signs	4	58
No Violations Found	2	12	Zoning	3	53
Compliant	11	105	Private Farmers Market	0	2
In Progress	20	27	<b>TOTAL PERMITS</b>	<b>12</b>	<b>174</b>
Total Inspections	64	278	<b>Other Activities</b>		
<b>Exterior Storage Violations</b>			Water Shut Off/Marked	0	0
Initial Inspections	34	138	Uninhabitable		
No Violations Found	0	3	Court Cases	0	0
Compliant	14	102			
In Progress	20	29			
Total Inspections	68	273			
<b>Graffiti</b>					
Initial Inspections	0	6			
No Violations Found	0	0			
Compliant	0	5			
In Progress	0	0			
Total Inspections	0	12			
<b>VA Property Maintenance Code</b>					
Initial Inspections	4	67			
No Violations Found	0	4			
Compliant	2	56			
In Progress	2	14			
Total Inspections	8	130			
<b>Zoning</b>					
Initial Inspections	1	12			
No Violations Found	0	0			
Compliant	0	6			
In Progress	1	3			
Total Inspections	2	24			
<b>Signs</b>					
Initial Inspections	1	20			
No Violations Found	0	0			
Compliant	0	19			
In Progress	1	0			
Total Inspections	2	38			
<b>TOTAL INSPECTIONS</b>	<b>220</b>	<b>2585</b>			

### III. ECONOMIC DEVELOPMENT DEPARTMENT:

#### UNEMPLOYMENT 2015/2016 Colonial Heights City

##### Unemployment for the past 12 months



#### Labor Force, Employment and Unemployment in Colonial Heights

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in October 2016 per Virginia Employment Commission.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
8,956	8,558	398	4.4	No

\*Chesterfield 3.9% unemployment  
 \*City of Hopewell 6.3% unemployment  
 \*City of Petersburg 6.9% unemployment  
 \*Dinwiddie 4.7% unemployment  
 \*Prince George 4.8% unemployment

#### Prospect Activity

Direct Requests for Information: 5  
 Sites/Bldgs. Submitted 3  
 Active Projects 3

#### SBDC Project

1 (ongoing)

#### **IV. POLICE DEPARTMENT:**

- ✓ Our officers responded to 3,211 calls for service during the month of November, 2016. During the same month last year, we responded to 3,268 calls for service—a 2% decrease. We had six (6) reported robberies this month, and one (1) reported in November of 2015—a 500% increase. We had three (3) reports of aggravated assaults this November, with two (2) reported during the month of November, 2015—a 50% decrease. We had three (3) reported burglaries in November, 2016, compared with none reported during the month of November, 2015—a 300% increase. There were 96 Part I, or serious, crimes reported to the Colonial Heights Police Department in November, 2016. Sixty (60) of those, or 63%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ A busy month is really an understatement for this past November. It is my hope that this is not what our entire holiday season will be this year. During the month, we experienced several armed robberies, to include two of our banking institutions. Thankfully, we have made arrests in both bank robberies; however, one suspected accomplice is still waiting to be identified. We partnered with the Virginia State Police, Dinwiddie County and Chesterfield County Police, and ran our combined narcotics canines in our schools (CHHS, Vo-tech and CHMS) and their adjacent parking lots and were pleased to meet with negative results. All fall firearm qualifications were conducted and both sworn and non-sworn met all Department of Criminal Justice Services (DCJS) requirements.
- ✓ We continue to shore up our ranks as we welcomed our newest officer, Christopher Velasquez. Chris comes to us as a certified officer from a local jurisdiction and is the brother-in-law to Dan Vilardo, one of our former Police/Auxiliary officers. Chris is married and has two children and resides here in the City.
- ✓ We celebrated several officers at the City's Service Award Luncheon—most notably, Sgt. Renee Walters and Sgt. Steve Kolev were recognized for 25 years of service and Captain Wayne Newsome for 35 years of service.
- ✓ Our department was proud to be a part of the City's *Heroin Summit* held at Colonial Heights High School in an effort to help get the message about this dangerous drug out there to our community.
- ✓ Our **Operations Division**, commanded by Capt. William Anspach, reported the following from his personnel. Some of the operational highlights are as follows:
  - Officer Bob Clark responded to a strong armed robbery that occurred in the area of Dunlop Village. The victim was showing the suspect his handgun when the weapon was snatched out of his hand. Units arrived in the area quickly and located the suspect and the weapon.
  - Officer Joseph Vaughan and Career Officer Jeff Santini were patrolling in the area of Sears when they noticed a vehicle leaving the parking lot that had just committed a felony larceny. The suspect initially stopped and Officer Vaughan began to speak with the driver. Without warning, the suspect backed into Officer Vaughan's vehicle and a pursuit began. The suspect struck a citizen vehicle and fled into Petersburg, where she crashed and fled on foot. Officer Vaughan apprehended a passenger and identified the driver and also discovered that the vehicle in question was stolen. The suspects were charged with multiple felony crimes.
  - Master Officer Greg Thinnies and Sr. Officer David Gallagher responded to the intersection of Hamilton and Prince Albert Avenues for a fatal, single-vehicle crash.
  - Officer Micaulay Fable responded to Farris Avenue for a stolen vehicle call. The victim reported that an acquaintance he had met earlier in the evening had attempted to steal his vehicle. He confronted the suspect in the driver's seat, but the suspect struck him with the vehicle, struck several other cars and fled the area. The damage to the vehicle was so extensive; the suspect abandoned the vehicle in the parking lot of Walgreen's. The victim was transported to Southside Regional Medical Center for injuries received during the incident.
  - Officer Will Waldrep responded to an armed robbery at Walgreen's. The suspect demanded prescription medication from the pharmacist, then fled the business and left in a vehicle.
  - Officer Thinnies investigated an incident at the Bank of Southside Virginia in which two unknown individuals placed a skimmer on the ATM. Photos were distributed by investigations.

#### **IV. POLICE DEPARTMENT (CONTINUED):**

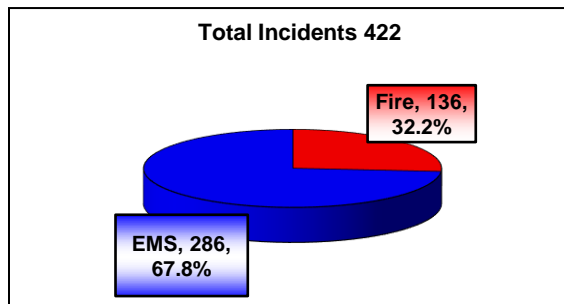
- Officer Glinn Drake responded to McDonald's on the Boulevard in reference to an individual selling narcotics and displaying a firearm. The vehicle was located and a short pursuit ensued. The suspect drove a short distance before crashing and running on foot. He was located after a few moments. Narcotics and a firearm were recovered.
- Officers Waldrep and Vaughan located a suspicious occupied vehicle in the parking lot of Walmart. The vehicle occupant was subsequently arrested for possession of heroin.
- Officer Jacob Miller arrested an individual for breaking and entering as well as assault at Archer Avenue apartments. The incident stemmed from a domestic argument.
- Officer Thinnies arrested an individual for abusing the 911 system. The suspect called EMS to transport him to the hospital because he had been kicked out of his house.
- A shift responded to a reported armed robbery at Re-Fresh Convenience Store. The clerk waited approximately an hour and a half before contacting the police.
- Career Officer Mike Duncan responded to Pino's Pizza in reference to a shooting. The suspect had fired several times at the boyfriend of his ex-girlfriend, but did not hit him. The suspect was located and arrested and the weapon was recovered in the area by a citizen.
- Officer Darrell Aleshire arrested an individual at Walmart for larceny. During the investigation, Officer Aleshire located cocaine on the suspect's person as well as in her vehicle. The suspect was also with her small child at the time of the crime and was charged accordingly.
- ✓ The **Law Enforcement Services Division**, commanded by Capt. Wayne Newsome, also reported his division as having a very productive month. Highlights from their reported activities are as follows:
  - Safe participated in a program to acknowledge high school students that wear their seat belts during Teen Safe Driving Week.
  - School Resource Officer Scott Whirley began his D.A.R.E. training in Virginia Beach, while Officer P. J. Calhoun served as temporary SRO for the middle school.
  - The division handled all requirements for the United Way campaign.
  - An internal unannounced inspection was conducted of our property room and met with successful results.
  - Our SRO's participated in the school's RID team.
  - The division completed their less-than-lethal training.
  - Numerous press releases and public information requests occurred this month.
  - Freedom of Information Act requests continue to be a growing issue, requiring a lot of man hours.
- ✓ Our **Investigations Division**, Commanded by Capt. Dann Ferguson, reported a successful but busy month, with 21 new cases. During the month, there were no heroin overdoses of any kind. Our totals for the year are as follows: 13 non-fatal and three (3) fatal heroin overdoses. We continue to try and engage those involved in this lifestyle; however; those who are involved in this behavior have not cooperated with us. We processed 20 concealed weapon permit applications and one massage therapist permit application for the month.
- ✓ Some of the division highlights include:
  - Two missing persons were investigated and eventually located by Sgt. Jason Chimera.
  - Master Officer Travis Karr, who was assigned to the U.S. Marshal's Fugitive Task Force, reported 16 fugitive arrests, with nine (9) from the City, and service of 55 outstanding warrants.
  - Master Detective Thad Johnson is investigating the robbery at our Walgreen's Pharmacy. Thad also made the robbery arrest of the Trump supporter who was robbed of his weapon as he waved his sign on Election Day.
  - Master Detective Roger Santini is investigating several sexual assaults, one of which was cleared by arrest from a July case.
  - Master Detective Chris Harris is handling the armed robberies of the First Union bank (cleared as the suspect killed himself while in jail) and Sunoco, which was also cleared by arrest.
  - Captain Ferguson was an integral part of the Heroin Summit.
  - Two detectives attended Meth Lab training.



#### IV. POLICE DEPARTMENT (CONTINUED):

- ✓ Overall, we made 288 total arrests, worked 94 crashes, wrote 388 traffic citations, executed 626 traffic stops, affected 11 DUI arrests and 27 drug arrests, and issued 21 parking citations.
- ✓ **Sgt. Terry Long** and **Sr. Officer Kyle Sexton** were both selected and honored as our *Employees of the Month* for October, 2016, for their outstanding efforts.
- ✓ During the past year, these two individuals have been hard at work behind the scenes. As many of you know, we have been quickly approaching our first re-accreditation since our initial accomplishment in 2012. There is a massive amount of work to be done to meet the criteria of this very rigid inspection, and Sgt. Long and Sr. Officer Sexton have been working hard toward this endeavor. Over the past months, they have been going through each of the accreditation requirements to ensure that we are in compliance. This has resulted in two “mock” assessments, policy revisions and the painstaking task of gathering “proofs” of compliance. In each of the two mock assessments, we received high marks and praise from the assessors. This is a testament to just how hard they worked and what a great job Sgt. Long has done to ensure that we are prepared.
- ✓ Sr. Office Sexton has joined Sgt. Long and has been working hard to learn the “ins and outs” of accreditation. Additionally, Kyle coordinated our *Safe Communities Night*, overhauled our Mobile Command Post, and hosted drug take-back and car seat check events. While on duty on September 25th, Master Officer Whitt responded to Martin’s grocery store for a shoplifting that had just occurred. Upon arrival, the subject had already left the scene. Officer Whitt began his investigation, reviewed video footage of the incident and was able to develop a suspect. He obtained warrants on the subject, who had numerous larceny convictions and had just been arrested two weeks prior at Target for other larcenies. This type of attitude and work ethic reflects directly on the department.
- ✓ These two officers have more than demonstrated their dedication to the department and to their profession. The demands that they have met throughout the reaccreditation process have been exemplary, and we are proud and pleased to honor them both with this *Employee of the Month* award.

#### V. FIRE & EMS DEPARTMENT:



**Total Fire Type Incidents: 136**

(Total Fire Loss \$91,710):

**Total Patients transported: 216**

(Total EMS incidents 286)

*Fire units arrived on scene in less than 9 minutes on 89.2% of emergency incidents.*

*(Average response time 6:07 minutes)*

*EMS units arrived on scene in less than 9 minutes on 99.6% of emergency incidents.*

*(Average response time 5:03 minutes)*

#### Fire Division(number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	2	Power line down	2	Good Intent Calls	38
Cooking Fire	1	Electrical Problem	4	Public Service	19
Vehicle Fire	5	Natural gas leak	3	False Alarm/False Call	24
Trash Fire	1	Gasoline/combustible spill	3	Child Seat installation	2
		Other Hazardous Situations	1	Smoke detector installation	6
				Assist Invalid	25
M/A First Responder EMS Chesterfield	8	M/A received from Chesterfield Fire	7		
M/A given to Chesterfield Fire	1				
M/A given to Petersburg Fire	3				
M/A to Regional Haz-Mat team	1				
M/A given to Dinwiddie Fire	1				



## V. FIRE & EMS DEPARTMENT (CONTINUED):

<b><u>STAFFING</u></b>			
		<b><u>Engine unstaffed due to EMS call</u></b>	<b><u>Engine left with 2 personnel due to EMS call</u></b>
<b>Station 1</b>	<b>Number of Incidents</b>	12	4
	<b>Total hours</b>	8 hrs. 18 min.	2 hrs. 28 min.
<b>Station 2</b>	<b>Number of Incidents</b>	20	10
	<b>Total hours</b>	23 hrs. 25 min.	9 hrs. 50 min.
<b><u>EMS Mutual aid</u></b>			
M/A given to Petersburg EMS	8	M/A received from Fort Lee EMS	6
		M/A received from Chesterfield EMS	1
		M/A received from Hopewell EMS	1
<b><u>EMS Transports (by facility)</u></b>			
Southside Regional Medical Center		173	80.09%
John Randolph Medical Center		16	7.41%
VCU Health Systems		12	5.56%
Chippenham Hospital		7	3.24%
Johnston Willis Hospital		4	1.85%
St. Francis Medical Center		3	1.39%
Memorial Regional Hospital		1	0.46%
<b>Total:</b>		<b>216</b>	<b>100%</b>

## VI. FINANCE DEPARTMENT:

**Finance** - Checks processed: 1,165

Ten alarm citations were processed during November.

**Purchasing** – 205 total purchase orders were completed with 136 being processed by purchasing and 69 departmental purchases being reviewed as compared to 220 being completed for the same period in 2015. In addition, 113 check requests were prepared by departments which are not processed by Purchasing.

**Bids Issued/Opened during the month:**

- No new bids issued/opened during November.

**Other Purchasing Activity:**

- Digital cameras, camcorder, Panasonic Toughbook, and a McGruff standing robot was purchased for the police department, with funds coming from the Asset Forfeiture Transfer Program Grant through the Attorney's General office.
- Purchase Order issued for the grinding of the debris at the convenience center. It is hoped that this work can be completed, before Christmas trees start arriving.
- Contract was renewed with Griffin Heating & Air, for mechanical services on HVAC systems at all City buildings.
- Quote was issued for window replacement at Shepherd Stadium.
- Continued to finalize the specifications and pricing on the City Assessor's server.
- Quote issued and received for the HVAC system at the new animal shelter addition.
- Quote issued for the maintenance on the polycom video arrangement systems at the courthouse.
- Quote issued for the smart net maintenance on the City's switches and routers.

**Risk Activity:**

- A vehicle at South Park Boulevard at Sam's Club, hit a City police vehicle in the rear, causing minor damage.

## **VI. FINANCE DEPARTMENT (CONTINUED):**

- A police vehicle while involved in a pursuit on South Park Boulevard and was struck several times by the suspect.
- A claim was filed against the City, by an individual that claimed a pot hole, as you come onto Temple Avenue, damaged the tire and rim of her vehicle.
- While putting out a vehicle fire, the fire department scratched another vehicle parked near it.
- Preliminary work to be started on the City's insurance renewal, which will be for the period of July 1 2017 – June 30 2018

### **Utility Billing:**

Bi-monthly Utility Bills Sent – 3,814

Delinquent Notices Sent – 781 or 21.6% with 113 cut off for nonpayment.

No Set-off debt Collections received for November.

## **VII. HUMAN RESOURCES DEPARTMENT:**

The following information is a summary of activities for the Human Resources Department during the month of November 2016:

### ☆ **Advertisements**

#### **Department**

Office on Youth

Office on Youth

Public Works

Recreation & Parks

#### **Position**

Site Supervisor (Part-time)

Support Worker (Part-time)

Public Works Technician

Recreation Assistant (Part-time)

### ☆ **Applications & Testing**

#### **Position**

Public Works Technician

#### **Total Applications**

##### **Received**

13

#### **Total Hits on Job**

##### **Announcement Page**

294

### ☆ **Training**

- Employees continue to complete required ICS and VML University training courses.

### ☆ **Miscellaneous**

- The following new employee orientation and exit interview sessions were held in November 2016:

#### **New Employee Orientation**

Raymund Jones (Recreation Specialist I)

Andrew Fontaine (Police Officer)

Christopher Velasquez (Police Officer)

#### **Exit Interview**

William Elliott (Project Coordinator)











- Coordinated and attended an IPMA-VA Chapter central region human resources seminar "FLSA Rules and DOL/HIPPA Audits – 2016 and Beyond" on November 10, 2016 in Richmond, Virginia.
- The annual Employee Service Award presentation was held on November 15, 2016. A total of (39) employees were recognized for their service to the City.

### ☆ **Worker's Compensation**

- No workers' compensation reports were filed during the month of November 2016.

## VIII. INFORMATION TECHNOLOGY DEPARTMENT:

- ☆ The City's website, [www.colonialheightsva.gov](http://www.colonialheightsva.gov), had 58,760 page views in the month of November.

Top fifteen sites visited after home page: <ol style="list-style-type: none"><li>1. Library</li><li>2. Real Estate Records Search</li><li>3. Human Resources</li><li>4. City Employees Login</li><li>5. Upcoming Elections</li><li>6. Animal Shelter</li><li>7. Christmas Parade</li><li>8. Police</li><li>9. Online Bill Pay</li><li>10. Recreation &amp; Parks</li><li>11. Yard Sales</li><li>12. Our Government</li><li>13. Polling Locations &amp; Hours</li><li>14. Mayor &amp; City Council</li><li>15. Jobs</li></ol>	Top five countries after U.S.: <ul style="list-style-type: none"><li> India</li><li> Canada</li><li> Germany</li><li> France</li><li> United Kingdom</li></ul> Top five regions after Virginia: <ul style="list-style-type: none"><li> Pennsylvania</li><li> New Jersey</li><li> Washington</li><li> California</li><li> North Carolina</li></ul>
--	---

- ☆ Citizens submitted and city staff processed 304 service requests and questions through the "Let Us Know" module during the month of November. The City of Colonial Heights' Facebook Page now has 4,294 fans and the City's Twitter account has 867 followers.
- ☆ Proactive Information Management completed 70.5 hours of IT service and maintenance for City departments this month. Proactive also installed a new Barracuda firewall at the Public Safety Building with an additional backup internet service.
- ☆ IT staff provided in-house training for Sheriff's Office employees on the Comcast Business VoiceEdge portal and facilitated video interviews by City Council in their recruiting process for a new City Manager. IT also participated in the annual Colonial Heights High School Government Day program.

## IX. LIBRARY:

- ☆ The library staff circulated 14,099 titles in November.
- ☆ Three thousand and ninety-one eBooks circulated on Kindles.
- ☆ Ninety-five residents downloaded the app for the library's new online Hoopla service. Hoopla, which replaces the 3M library, provides residents with access to thousands of eBooks and downloadable audiobooks.
- ☆ The public computer center had 1,705 users, while the iPad center was used 155 times.
- ☆ Two hundred and sixty-six children participated in the Story Time program. Nineteen children in day care centers were visited by the Colonial Heights Rolling Reads program.
- ☆ The library's meeting rooms were used by 107 groups.
- ☆ One hundred and forty-six residents registered for new library cards, and an average 584 residents used the library each day.

## **X. RECREATION & PARKS DEPARTMENT:**

### **Recreation Division**

Our Youth Football/Cheerleading and Adult Softball leagues completed their seasons in November and the Junior Football team won the Southern Division Regular Season Championship and lost in the Semi-finals of the playoffs. Our Annual Christmas Card contest was conducted mid-November at all three elementary schools – the winning submission came from Drew Lape at Lakeview Elementary School. The Department also held the City of Colonial Heights Christmas Tree Lighting and Santa's Workshop event on November 26<sup>th</sup>. Staff continued making preparations for the 64th Annual Colonial Heights Christmas Parade.

<b>Athletics</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Adult Softball (Fall League)	17 teams	17 teams
Youth Football	113	76
Youth Cheerleading	72	60
Youth Wrestling	27	12
Youth Basketball Registration	222	251
<b>Activities/Programs</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Christmas Card Contest	168	237
Christmas Tree Lighting	250	225
Santa's Workshop	36	32
Belly Dance	5	7
<b>Facility Usage</b>	<b><u>2016</u></b>	<b><u>2015</u></b>
Community Room Attendance	1,240	1,300
Community Room Reservations	30	28
Teen Center Attendance-CHHS Students	7	79
Teen Center Attendance-CHMS Students	21	95



### **Parks, Horticulture, Buildings & Grounds**

- Delivered and set up chairs at War Memorial for Veterans Day ceremony. Removed chairs after ceremony.
- Removed all goals, benches, and trash cans from fields at Soccer Complex.
- Closed and winterized bathrooms at all parks.
- Winterized water lines at all ball fields.
- Installed City Christmas tree at Courthouse.
- Helped decorate City Christmas tree at Courthouse.
- Started waterproofing top of Shepherd Stadium grandstand wall.
- Built snow globe base for City Christmas float.
- Painted two offices for Police Department at Public Safety Building.
- Blew and raked leaves at sites.
- Raked pine tags around Library and used as ground cover in flower beds.
- Removed annuals from sites
- Cut liriope back at sites.
- Mulched sites as needed.
- Planted pansies at sites.
- Planted 60 boxwoods at Violet Bank Museum.
- Installed Christmas wreaths at City welcome signs.



## X. RECREATION & PARKS DEPARTMENT (CONTINUED)

### Agency on Aging

Agency on Aging Activities	2015	2016
Bingo in Center	32	18
Bowling	325	240
Bridge Party	48	44
Bridge Tournament	96	120
BUNCO	52	28
Golfers Board Meeting	12	N/A
Senior Advisory Board Meeting	8	8
Senior Club Meeting	82	87
Senior Citizen Dance	92	81
Sing A-Long	38	23
<b>Awareness/Education</b>		
Blood Pressure Check	40	20
Heart Smart	45	N/A
Medicare Presentation	N/A	4
Turkey Trot	8	8
<b>Classes</b>		
Bridge 101	N/A	24
Christmas Project Class	14	N/A
Colorful Creation Open Paint	32	36
Crochet & Knitting	42	49
Line Dancing Class	N/A	62
Painters Group	32	N/A
Painting with Carol	N/A	9
Quilts for Vets	17	10
Quilting Class	47	16
Sewing Class	16	18
Splash of Color	15	N/A
Tacky Sweater Workshop	7	N/A
Tap Class Intermediate	45	22
Tap Class Advance	98	40
Tech Savy	5	5
Watercolor with Faye	26	25

Fitness	2015	2016
Muscles in Motion	175	187
Sit & Let's Get Fit	290	147
Strength & Stretch	209	315
Tai Chi	46	24
Pickleball	N/A	67
Walking	14	N/A
Water Aerobics	18	34
Yoga	33	108
Zumba Gold	11	N/A
<b>Trips</b>		
Alzheimer's Walk	18	11
Charleston, SC	N/A	46
Lunch Bunch	N/A	9
Maymont Holiday Tour	N/A	13
<b>TOTAL</b>	<b>4103</b>	<b>3974</b>
<b>Meals</b>		
Home Delivery Meals	18	15
Site Meals	67	53
<b>Transportation</b>		
Total Passengers	176	207
Total Trips	348	392
Total Miles	1838	2371
Wheelchairs	4	9
Volunteer Hours	20	5
Donations	\$556.50	\$228.60
New Riders	3	4

### Violet Bank Museum

	<u>2016</u>	<u>2015</u>
Attendance	149	101

- Preparing exhibits, collections work and research

## **XI. OFFICE ON YOUTH & HUMAN SERVICES:**

### **➤ Youth Advisory Council Activities**

- 14 YAC Members, 4 Guests and YAC Advisor Attended October Meeting
- 4 YAC Members, and YAC Advisor Delivered 32 No Sew Fleece Blankets to CARES and the Salvation Army Men's Shelter
- 2 YAC Members Volunteered for "Paint Night" Fundraiser for the Colonial Heights Food Pantry
- 2 YAC Officers, YAC Advisor Met for Planning Meeting

### **➤ Youth Service Commission**

- Did not meet in November.

### **➤ Kids' After School Program**

- KAP enrollment: Tussing = 21; North = 19; Lakeview = 10; CHMS = 14
- KAP facts: 9 staff, 2 Work-study staff, 4 Social Work Interns, 1 Criminal Justice Intern, 11 VSU volunteers, 60 Matoaca High School volunteers and 8 CHHS volunteers.

### **➤ Substance Abuse Prevention Activities**

- 13 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police, Poison Control Center information at driver's licensing ceremony.

### **➤ Ongoing Monthly Meeting/Trainings**

- Kiwanis Meetings/Kiwanis Board Meeting
- Pre-K Reading/Terrific Kids with Kiwanis
- Colonial Heights Food Pantry Board Meeting
- "What Is Love?" Conference at VSU
- CHHS CADRE Coalition
- Community Connections for Children Meeting
- Emerging Triangle Training
- CARES Board of Directors Meeting
- Trauma Informed Care Network Meeting
- Suicide Prevention Committee Meeting
- Interagency Prevention Team
- Juvenile and Domestic Violence Task Force Meeting
- Food Pantry Board of Directors Meeting
- Positive Parenting Coalition
- School Board Meeting
- Heroin and Opiate Summit
- Strengthening Connections: School Climate Conference
- FAPT
- Smart Beginnings/School Readiness
- Strengthening Connections Training
- CH Multi-Disciplinary Team
- CPMT
- Community Criminal Justice Board

### **➤ Diversion Program Participation**

#### **• Community Service**

5 youth completed 47 hours of Service Learning

#### **• Shoplifting Diversion**

16 youth and a parent attended the Shoplifting Diversion Program

#### **• Active Parenting of Teens**

No families currently enrolled in "Active Parenting"

#### **• Teen Life Skills**

No Youth currently enrolled in "Teen Life Skills"

## **XI. OFFICE ON YOUTH AND HUMAN SERVICES (CONTINUED)**

- **Miscellaneous Youth Services (Non DJJ)**

No Youth Completed Hours of Community Service

- ✓ Volunteered at Colonial Heights Food Pantry during Distribution Hours
- ✓ Assisted with HOBY Applicant Interviews at CHHS
- ✓ Attended Trail Dedication at Pocahontas State Park with a Youth Conservation Corp Member
- ✓ Provided Youth Firesetter Training with CHFD for 2 Youths and Parents
- ✓ Met with Domestic Violence Task Force Sub Committee to Revise Bylaws
- ✓ Assisted with Government Day with CHHS Seniors

## **XII. FLEET MAINTENANCE:**

	<b><u># Workorders</u></b>	<b><u>Total</u></b>	<b><u>Sublet</u></b>	<b><u>Sublet total</u></b>
2016	79	\$37,527.36	7	\$1,131.65
2015	75	\$15,291.38	5	\$1,813.45

Sublet repairs consist of the following;

Machine work	\$377.50
Tire Repair	363.72
Glass Replacement	270.43
Alignment	65.00
Towing	50.00